

Children and Family Services

N-FOCUS Major Release November 09, 2009

A Major Release of the N-FOCUS system is being implemented on November 09, 2009. This document provides information explaining new functionality, enhancements and problem resolutions made effective with this release.

This document is divided into four main sections:

General Interest and Mainframe Topics: All N-FOCUS users should read this section.

Foster Care Review Board: N-FOCUS users with responsibility for Foster Care Review Board functions should read this section. Note: This section will only appear when there are tips, enhancements or fixes specific to Foster Care Review Board functions.

Child and Family Services: N-FOCUS users with responsibility for Child Protective or Adult Protective Services should read this section. It will be noted when the information is specific to only one of these areas.

Expert System: All N-FOCUS users with responsibility for case entry for CC, FW, and IL, should read this section.

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GENERAL INTEREST AND MAINFRAME

CORRESPONDENCE

PLACEMENT NOTICE (CHANGE)

On the Change of Placement Notice dialogue box in the Send To box, the judge's name appears every time the judge is associated to a Legal Action hearing. Currently, a judge's name appears numerous times in the list. This has been corrected to a judge's name does not repeat in the list and only shows once.

COURT REPORT (TIP)

When printing the Court Report and a parent displays more than once, frequently the problem is due to duplicate persons created from Family Relationship in the CHARTS Referral. To correct, you need to search each Charts Referral for the specified child (this may even include other Master Case). When the duplicate parent is found, correct that Charts Referral by selecting the Family Relationship icon and making the parent a non-relative to that child.

HOME DETAILS (FIX)

The New Icon for License/Approval does not enable when there is an existing License when the worker first goes to Home Details, License/Approval resulting in the list License/Approval. To get it to enable, the worker must close out of windows back to the Detail Organization window, then again go back into Home Details for the New Icon to be enabled. This has been fixed.

PLACEMENT

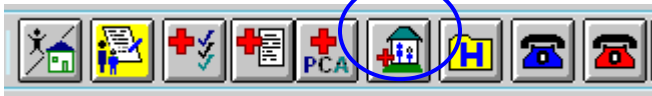
APPROVED INFORMAL LIVING ARRANGEMENT OR AILA (NEW)

Approved Informal Living Arrangement (AILA) is an informal Safety Plan Supported arrangement between the parent(s) and a relative or friend. This new informal living arrangement is used when a child is found to be unsafe through a Safety Assessment and the family is willing to work with CFS without court involvement. This is different from the formal voluntary placement agreement with DHHS.

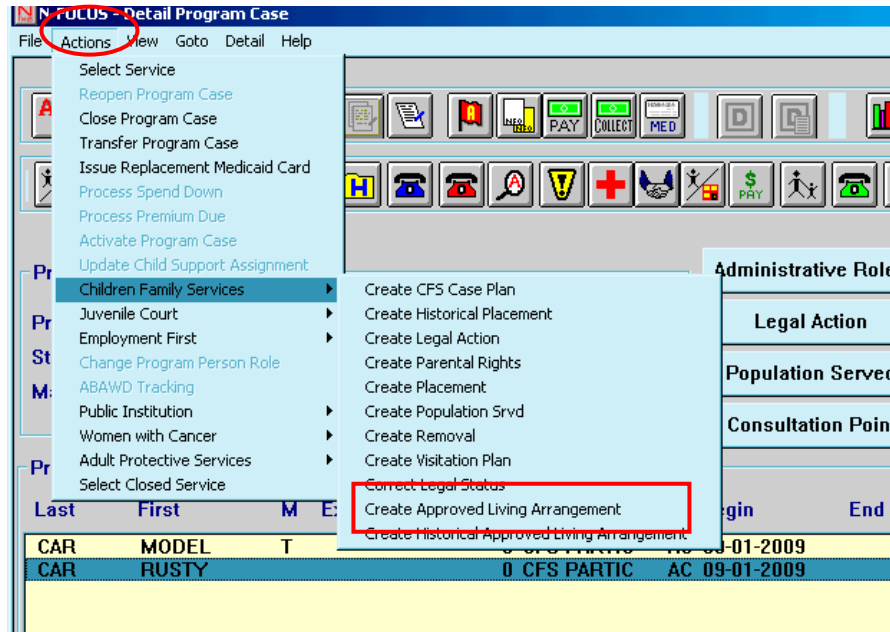
To be placed in the new AILA status, the child must:

- Be under 18 years of age
- Active in an open CFS program case
- Have a legal status of "Child in Non-Court case"
- Be found unsafe through the Safety Assessment
- The arrangement is part of the Safety Plan

A new Icon is enabled on the Detail Program case window once a Safety Plan is developed when a child fits the AILA status.



To create a new AILA :
Highlight the child.
Select Actions from the tool bar on the Detail Program case window, from the drop down list, select Children and Family Services, then drop down to Create Approved Living Arrangement



Once the Create Approved Living Arrangement is selected, a new window of the Detail Approved Informal Living Arrangement will open.

1. Enter the begin date,
2. Swish arrow out to select a Safety Plan participant
3. Select the relationship with the child
4. A second caregiver can also be entered if necessary
5. Save and close
6. When the informal placement closes, enter the end date and the reason.

A Historical Approved Informal Living arrangement can also be created. This can be done from the Action drop down on the CFS program case or from the AILA List Window when there is more than one instance of AILA. To create the historical arrangement, there must be a gap in dates.

The worker can update the background checks of the AILA caregiver from the Detail Approved Informal Living Arrangement window.

Error corrections can be made to the caregiver, or any date for an instance of AILA. Workers can delete the whole instance if necessary by opening the instance and selecting the Delete under Actions.

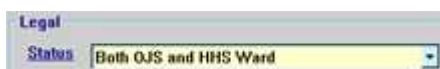
LEGAL STATUS

NO DATES IN A LEGAL STATUS (FIX)

There was an issue when Tribal information was added for non-ward children in the Person Detail Window. In certain circumstances, N-FOCUS would then create a legal status for the child with no dates shown. This has been fixed.

BOTH OJS AND HHS-OJS WARD (NEW)

A new legal status type has been added to N-FOCUS. A child's legal status having adjudications of both HHS Ward AND HHS-OJS Ward are to be given a new legal status of "Both OJS and HHS Ward" when they are adjudicated as either Abuse/Neglect or Status Offender plus a Felony or Misdemeanor Delinquency adjudication. If a Ward does not fit the new legal status criteria, the child remains as an HHS Ward or as an OJS Ward.



When converting an existing Ward to this new legal status, the current date should be used instead of the true begin date.

Example: Child has been adjudicated for both OJS and HHS Ward since July 2008. Since we had no way to show dual adjudication, the worker listed the child as an HHS-OJS Ward. On 12-01-09, the worker wants to convert the legal status to the new Both OJS and HHS Ward. The begin date to use when changing from HHS-OJS ward to Both OJS and HHS Ward would be 12-01-2009 as that is the date the worker is taking the action to convert this legal status.

NOTE: The begin date on **any new** ward with dual adjudication would be the actual adjudicated date.

PROGRAM PERSON WINDOW (NEW)

In the Program Person Window for any child with a legal status of OJS or Both OJS and HHS Ward, the OJS Commitment box has been added to document the child's Commitment status. The statuses are:

- Direct Commit-Community Supervision
- Parole
- YRTC Commitment
- YRTC Revocation
- YRTC recommitment

The first time a child has a legal status that involves an OJS legal status, the OJS Commitment box will enable and only give the choice of Direct Commit-Community Supervision or YRTC Commitment. Select YRTC only if that child's placement is in an YRTC facility. The date should be the date of the legal status changes to OJS or Both OJS and HHS Ward.

When the child leaves the YRTC facility, the worker changes the OJS commitment to Parole.

If the child then returns to YRTC, the worker will change the commitment to YRTC Revocation or YRTC Recommitment. If the court orders the youth back to YRTC, select YRTC recommitment

If the child becomes a non-ward, then is made an OJS ward or Both OJS and HHS Ward again, the OJS Commitment box data starts over again just like if this is the first time.

The Tribal court name is now entered on the CFS Program Person Information window.

POSITIONS ASSIGNMENTS (NEW)

There are times when it is important to know how many Safety Assessments are assigned to a specific worker. To assist in obtaining this information, search Safety Assessment assignments has been added to the Position Assignment search window.

Workers will need to filter one item to narrow the search from the list provided.

The result will be a list tailored from the search. In this picture, the filtered search was for cases with a Final Status.

N-FOCUS - List Position Assignments - Safety Assessment

File Actions View Goto Help

Position 0027 in CHADRON Class SSW

Currently filled by:
I M NICE

UPDATE

Count

Begin Date	CFS Case Name	Type	Status	St
08-11-2009	IAM A PERP	Initial Assessment	Final	08
04-10-2009	PERPONE MULTIPLE	Transfer to Ongoing Services	Final	04
04-08-2009	PERP IM	Initial Assessment	Final	08
10-21-2008	PERPONE MULTIPLE	Transfer to Ongoing Services	Final	12
04-08-2008	BILLY BEAR	Initial Assessment	Final	08
03-27-2008	PERPONE MULTIPLE	Transfer to Ongoing Services	Final	08
12-28-2007	PERPTWO MULTIPLE	Initial Assessment	Final	08
11-02-2007	MIGHTY G DOG III	Initial Assessment	Final	06

Even though the Final Status was used in the search, when selecting the "count" box, N-FOCUS gives the total of all Safety Assessments assigned to the worker, not just the count of the filtered search.

N-FOCUS - Safety Assessment Assignment Count

Position 0027 in CHADRON Class SSW

Currently filled by:
I M NICE

These counts contain only Safety Assessments in Active CFS Cases

Type	Total	Status	Total
Initial Assessment	7	Final	8
Transfer to Ongoing Services	4	Administrator Reopen	1
		Draft	1
		Ready for Review	1
Totals: 11		Totals: 11	

Determination	Total
UNSAFE	2
SAFE	7
IN PROCESS	2
Totals: 11	

OK

N-FOCUS - Test Date 10-15-2009 11:08

CFS NARRATIVES

LAST UPDATE OF A NARRATIVE (NEW)

Currently workers can see who and when a narrative is created. Two new features have been added to narratives labeled "Header Last Updated By" and "Text Last Updated By".

The Header Last Updated By gives who and on what date changes were made to the Item part of a narrative.

Example: Narrative Subject is Contact and the original narrative was for Item of Home Visit. Later, if the same narrative is opened and the Item gets changed from

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Home visit to Office Visit, the person updating the narrative and the date done will be automatically entered in these fields of the narrative.

Narrative Information				
Subject	Contractor Specific		Occurrence	10-13-2009
Item	Initial Face to Face Family Contact		Record	10-13-2009
Header Last Updated By	On		Created By	
Text Last Updated By	On		Status	DRAFT

If just the text of the narrative is updated, then the Text Last Updated By will populate with who and when it was done.

The Safety Plan narrative list will also show who made changes and on what date the last update was made. This is displayed by two new columns in the narrative list. One column lists who updated the narrative and the other column lists the date. When a narrative is updated, it stays in the original position on the list but the date changes. In this example, the same person who created the narrative also updated it but since the narrative was updated, the date also was updated.

Narrative List			
Narrative Type	Record Date	Text Last Updated On	Text Last Updated By
Safety Threat	09-29-2009	09-29-2009	DSSZ943
Strategy	09-29-2009	09-29-2009	DSSZ943
Monitoring	09-29-2009	10-16-2009	DSSZ943
Reporting Concerns	09-29-2009	09-29-2009	DSSZ943
Contingency Plan	09-29-2009	09-29-2009	DSSZ943
Allowed Parent Contact	09-29-2009	09-29-2009	DSSZ943

NARRATIVE SUBJECT AREA (NEW)

With Contractors being assigned to CFS program cases, a new narrative Subject Area has been added as Contractor Specific. There are three narrative items under Contractor Specific:

Initial face to face is used the first time that the contractor meets with the family after the initial referral. The occurrence date should be the date that this contact actually happened. The occurrence date will be used in outcome measures. The contractor employee should document who was at this initial visit and what was discussed.

Exceptions to Initial Contact in 24 Hours is used if the contractor can not make contact with the family in 24 hours and it is due to no fault of the contractor, they need to document the reasons here. Examples might include the address on the referral being incorrect, a car accident on the way to the visit, etc. This narrative should be rarely used.

After care is used to document contacts with the family or attempts to contact the family and describe any services that were implemented in order to decrease the likelihood of the child(ren) re-entering care.

Contractor Specific subject area has also been added to the Program Person narratives.

The left screenshot shows the 'N-FOCUS - Search Narrative' window. It has a 'Selection Condition' section with 'Select All' and 'Deselect All' buttons. Below is a 'Subject Area' list with items like 'Worker Recommendations', 'Social/Transfer Summary', 'Contact', 'Consultation Point', 'Appendix File - Case', 'Pre-Dispositional Evaluation', 'FC Eligibility & Financial', 'Production Support', 'Family Team Meeting', 'Automated Narrative', and 'Contractor Specific'. The 'Contractor Specific' item is highlighted with a red box. Below the list is an 'AND/OR' section and a 'Date Range' section with 'From' and 'To' fields. At the bottom are buttons for 'Search', 'New', 'Clear', 'Cancel', and 'Help'.

The right screenshot shows the 'N-FOCUS - Detail Narrative' window for 'MODEL T CAR'. It has a 'Narrative Information' section with fields for 'Subject' (Contractor Specific), 'Item' (Initial Face to Face Family Contact), 'Header Label' (Initial Face to Face Family Contact), and 'Text Label' (Exception to Initial Contact in 24 Hours). There are also fields for 'Occurrence' (10-13-2009), 'Record' (10-13-2009), 'Created By', and 'Status' (DRAFT). Below this is a large text area with the text 'Document initial face to face family contact'. At the bottom are buttons for 'Spell Check', 'Maximize Narrative Text', 'Previous', and 'Next'.

NARRATIVES FOR CC, IL AND FW (NEW)

There are major changes to the formatting of narrative for Child Care, Independent Living and Former Ward program cases. Please review the Economic Assistance Release Notes for 11-09-09 for detailed instructions on creating and viewing narratives in these programs and how to view narratives created prior to 11-09-09.

SAFETY ASSESSMENT

SAFETY ASSESSMENT REVIEW (NEW)

A new Safety Assessment type call "Review" has been added. Select Review when completing a Safety Assessment during the 6 month reviews.

The screenshot shows the 'N-FOCUS - Detail Safety Assessment' window. It has a menu bar with 'File', 'Actions', 'Detail', 'Goto', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is titled 'CFS Case Name MODEL T CAR' and 'Assessment'. There is a 'Type' dropdown menu that is open, showing a list of options: 'Initial Assessment', 'Transfer to Ongoing Services', 'Review' (highlighted with a red box), 'New CAN/Safety Threats', 'Visitation Planning', 'Family Reunification Planning', 'Change in Case Circumstances', and 'Case Closure'. To the right of the dropdown is a 'Begin' button and a 'Status' field showing '7:55 AM'. There is also an 'Intake' button and an 'Updated By' field. On the right side, there are several buttons: 'Contact Detail', 'Domains', 'Safety Factors', 'Narrative', 'Protective Action', 'PCA', and 'Status History'. At the bottom, there is an 'ADD' button.

LAW ENFORCEMENT ORGANIZATIONS

Central Office has conducted some research with the assistance of the Crime Commission to identify the following Law Enforcement Organizations that no longer exist or where reports are being received by another LE Organization.

ORG ID NBR	LAW ENFORCEMENT ORG NAME	Reports Being Taken By
62344734	Ainsworth Police Department	Brown County Sheriffs Department
35868931	Bertrand Police Department	To Be Determined
1960128	Big Springs Police Department	No Org in N-FOCUS
67353377	Chambers Police Department	To Be Determined
37823709	Dakota City Police Department	Dakota County Sheriffs Department
15604291	Ewing Police Department	Holt County Sheriffs Department
37518467	Genoa Police Department	Nance County Sheriffs
30561352	Grant Police Department	Perkins County Sheriff
55260645	Greeley Police Department	Greeley County Sheriffs
90589711	Loup City Police Department	Sherman County Sheriffs
47038045	North Loup Police Department	Valley County Sheriff's Office
41280564	Petersburg Police Department	To Be Determined
31834139	Shelton Police Department	Buffalo County Sheriff's Office
03835547	Spencer Police Department	Boyd County Sheriff's Office
76940521	Wauneta Police Department	Chase County Sheriff's Office
68406501	Wood River Police Department	Hall County Sheriff's Office

These organizations will be change from active to closed status in N-FOCUS. The Doing Business as Name will indicate the Law Enforcement Organization taking Reports for any of the Departments in the closed status.

INTAKES

INTAKE PRINT LIST (FIX)

There was a problem introduced with the last release when preparing a report (Actions – Prepare Report) from the List Intake window. The complete list was displaying but without applying the filter or sort selection made on the List Intake window. In addition, an error message was occurring whenever the list was sorted or filtered in N-FOCUS and you went on to prepare the report. This has been fixed so the list will now display based upon the selection in N-FOCUS.

The additional fields added to this list with the last release can now be tailored using the sort and filter options. Some of these fields do not display on the Report window, e.g. Hotline, but may still be selected to sort or filter for display on the List Intake window.

INTAKE CLOSING REASON (CHANGE)

In the last release, Child Abuse/Neglect (CAN) and Adult Protective Service (APS) Type Intakes required an allegation be entered before the Intake Status could be changed to close. CFS and APS business has determined there are situations whereby allegations could not be entered because persons involved with the allegations could not be identified. N-FOCUS has been changed to no longer require an allegation for these instances and the reason of "Unable to Identify" be used when closing the Intake.

Child Abuse/Neglect Intakes closed for Law Enforcement also will not require allegations to be entered. This is to accommodate the situations where the department is waiting for information from the Law Enforcement Organization; allegations and alleged perpetrators etc.

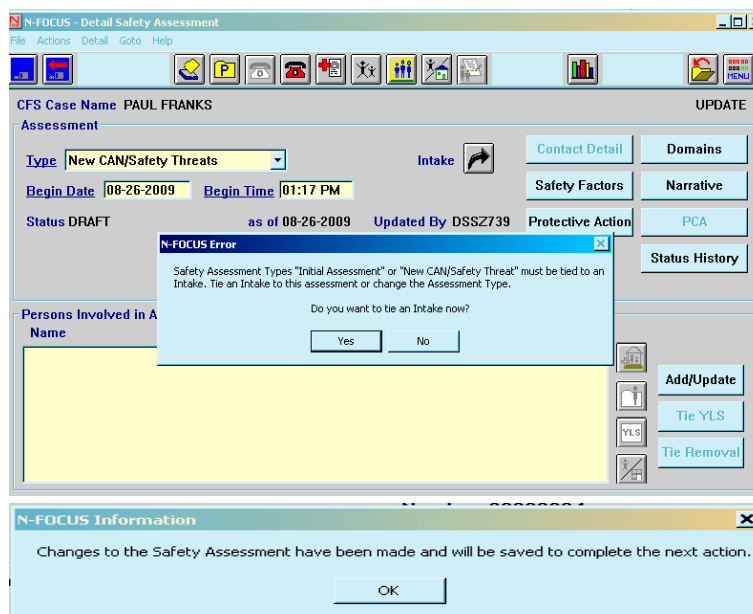
TIE SAFETY ASSESSMENTS (NEW)

Starting in November when saving a newly created Safety Assessment with the purpose of "Initial Assessment" or "New CAN/Safety Threat", an Intake must be tied to it before N-FOCUS allows the window to close. This change allows N-FOCUS to automatically pull in the same persons from the Intake into the Assessment

The new process works best if the Intake is determined prior to even creating the Initial Assessment or New CAN/Safety Threat.

A new popup dialogue box appears when selecting the Save button or selecting the Add/Update Persons Involvement while creating a new Safety Assessment with the type of Initial Assessment or a New CAN/Safety Threat. It states, "*Safety Assessment Types 'Initial Assessment' or 'New CAN/Safety Threat' must be tied to an Intake. Tie an Intake to this assessment or change the Assessment type*".

Select "Yes" to get to the Search Intake window. Then a confirmation window will ask that the Assessment be saved. Select "OK" and the search for Intake window will open.



Find the Intake and use the blue select arrow to tie the Intake to the Assessment. Another window will pop-up giving the Intake number and asking the number be confirmed and if correct, select "yes" and if not, select "no" and start the Intake number search over again.

Another window will pop-up giving the Intake number and asking the number be confirmed and if correct, select "yes" and if not, select "no" and start the Intake number search over again.

N-FOCUS - Detail Intake

Intake Information

Name: PAUL FRANKS Number: 466
 Status: Open Status Date: 02-13-2007
 Status Reason: Received Date: 02-13-2007
 Local Office Assigned: OMAHA-3737 LAKE ST Time: 09:48 AM
 Received by: DSS2721 Last Update Date: 02-13-2007
 Last Updated by: DSS2902

Source: Phone Call Type: Child Abuse/Neglect
☒ Hotline ☐ Child Advocacy

Persons/Allegations

Last	First	MI	Allegation Role	Age	Class
FRANKS	PAUL		Alleged Perpetrator	44	ADULT
FRANKS	PAULINE		Alleged Victim	7	CHILD
FRANKS	PAULA		Alleged Perpetrator	43	ADULT
FRANKS	RAUL		Alleged Perp/Victim	11	CHILD

Buttons: Add Allegation, Tie Intake, Consultation Point, Caller/Reporter, Records Check, CAN Factors, Tools Consulted, History, Search by Address

N-FOCUS - Confirm Save

? NFOAMHIC - Are you sure you want to tie the selected Intake #00000466 to the current Safety Assessment?

Yes No

Once the correct Intake is tied to the Safety Assessment, all of the persons involved in the intake will automatically be added as Persons Involved in Assessment.

All persons added will be defaulted as "resides in Home" and their Involvement begin date will default to the Assessment Begin date. Persons can be removed or updated by selecting the "Add/Update" Push Button.

N-FOCUS - Detail Safety Assessment

CFS Case Name: PAUL FRANKS

Assessment

Type: New CAN/Safety Threats Intake: [arrow icon]
 Begin Date: 08-26-2009 Begin Time: 01:17 PM
 Status: DRAFT as of 08-26-2009 Updated By: DSS2739
 Number: 89666234

Buttons: Contact Detail, Domains, Safety Factors, Narrative, Protective Action, PCA, Status History

Persons Involved in Assessment

Name	Birth Date	Resides In Home	NCP	C
PAULINE FRANKS	07-01-1999	IN	N	
RAUL FRANKS	08-01-1995	IN	N	
PAULA FRANKS	06-01-1963	IN	N	
PAUL FRANKS	05-01-1962	IN	N	

Buttons: Add/Update, Tie YLS, Tie Removal

DETAIL SAFETY ASSESSMENT PERSON INVOLVEMENT WINDOW (NEW)

When selecting Add or Update for the person involvement in an Assessment, the "Detail Safety Assessment Person Involvement" window opens.

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A new group box has been added at the bottom right corner of the window named "Other Involvements".

This box assists workers to identify if the person is in both the Intake and Program case and it is to identify possible duplicate persons. When a person's name is highlighted, an X will show if that person is included in the CFS Program Case and/or in the Tied Intake. If there are two persons with the same name and birth date and one is in the Intake and one is in the Program case, then one is a duplicate of the other.

N-FOCUS - Detail Safety Assessment Person Involvement

File Actions Help

CFS Case Name: PERPTWO MULTIPLE
 Assessment Type: Initial Assessment
 Assessment Begin Date: 10-06-2009

Safety Assessment Involvements

Name	Birth Date	Resides In Home	Contact NCP Only	Relative
CHILDONE N MULTIPLE	02-01-1998	IN	N	N
CHILDTWENTY MULTIPLE	01-18-1998	IN	N	N
PERPONE MULTIPLE	01-10-1985	IN	N	N
CHILDONE MULTIPLE		IN	N	Y

Buttons: Add, Update, Remove

Other Involvements:
 Program Case
 Intake

Example: There are two persons with the name of Childone Multiple in this Safety Assessment. The one highlighted in the below left picture is in an Intake tied to the Assessment and the one highlighted on the right picture is in the Program Case.

N-FOCUS - Detail Safety Assessment Person Involvement

File Actions Help

CFS Case Name: PERPTWO MULTIPLE
 Assessment Type: Initial Assessment
 Assessment Begin Date: 04-26-2009

Safety Assessment Involvements

Name	Birth Date	Resides In Home	Contact NCP Only	Relative
CHILDONE N MULTIPLE	02-01-1998	N	N	N
CHILDTWENTY MULTIPLE	01-18-1998	N	N	N
CHILDTWENTY MULTIPLE	03-03-1998	N	N	N
PERPONE MULTIPLE	01-10-1985	N	N	N
PERPTWO MULTIPLE	02-29-1979	N	N	N
PERPTWENTY MULTIPLE	03-03-1975	N	N	N
CHILDONE MULTIPLE		N	N	N

Buttons: Add, Update, Remove

Other Involvements:
 Program Case
 Intake

Since the Tie Intake to the Safety Assessment now automatically pulls the persons from the Intake into the Assessment, another way to see if there is a duplicate person issue is when the Add Person method is used in the Safety Assessment. By selecting this method, a Master Case Person List displays with all persons in the

Master Case. There could be a duplicate person if the same name appears on this window and the name already shows in the Safety Assessment Person Involvement List.

NOTE: If there appears to be a duplicate person, update either the Intake or the CFS program case so the same person is in both. If help is needed to accomplish this task, please call N-FOCUS Production Support for assistance.

REMOVAL

REMOVED FROM (TIP)

The Parent/Caretaker unknown check box is **used only** when the parent or legal guardian is **truly unknown**.

If the parent is known, use the out select arrow.

This retrieves a list of program case persons, highlight the parent and the OK button enables.

Name	Birthdate
ELFIE HOLLIEDAY	01-01-1968
CHRISTY HOLLIEDAY	01-01-1985
HAPPY HOLLIEDAY	12-24-2000

OK Cancel Help

The parent now shows correctly in the Parent/Caretaker section.

Name: HAPPY HOLLIEDAY

Date: 11-01-2005

ICPC-NE Receiving State ☐ ICJ-NE Receiving State ☐ Not Returning in 90 Days ☐

Removal Information

Removed By: Law enforcement

Removal Reason: Alcohol Abuse (child)

Reasonable Efforts: Active Efforts

Removed From

Parent/Caretaker Unknown -OR- Parent/Caretaker: ELFIE HOLLIEDAY

If a mistake occurs where the Parent/Caretaker Unknown is check marked and saved, call N-FOCUS Production Support to remove the check mark and enter the parent.

DOCUMENT IMAGING (NEW)

Document Imaging is the use of technology to scan, store and retrieve documents. This release implements the first phase of the department converting to a paperless organization. Initially, the conversion consists of Economic Assistance case files and will be expanded to include Resource Development for EA Programs and Employment First records.

DOCUMENT IMAGE ICON (NEW)

Documents scanned into N-FOCUS will be accessed by the Document Imaging Icon available with this release. The Icon is on the Detail Master Case, Person Detail and the Detail Organization Windows.

N-FOCUS - Detail Master Case

File Actions Goto Detail Help

Document Imaging icon (represented by a book icon) is located in the toolbar.

A scanned document is tied to a person or Organization and to a category.

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When the Document Imaging Icon is selected, the Search Image Window will display.

The search window is tailored based on the window from which the Document Imaging icon is accessed (Detail Organization, Detail Master Case or Person Detail).

This window (accessed from Detail Master Case) will allow you to search for scanned documents for one or more persons, in one or more categories and will give you an option of searching a date range of when it was scanned.

Master Case
Name EDY JONES
Number 4

Enter your search criteria by selecting the appropriate
Persons, Category and Options.

Persons
Selection Condition
☐ Select All ☐ Deselect All

ID	Last	First	MI	Ext	Birth Date	Sex	SSN	Disc	HH Status
69632057	JONES	EDDIE			06-01-2004	M	2579	N	In HH
79967909	JONES	EDWARD			01-06-1946	M	9494	N	In HH
12577411	JONES	EDY			06-01-2004	F	0456	N	In HH

Category
Selection Condition
☐ Select All ☐ Deselect All

[UNKNOWN]
APPLICATION
BACKGROUND CHECK
CHILD CARE AND SOCIAL SERVICES BLOCK GR.
CHILD SUPPORT

Options
Search by Scan Date: 08-17-2009 To 10-16-2009
☐ Remove Out of HH Persons
☐ Remove Discontinued Persons

Search Clear Cancel Help

N-FOCUS - Test Date
10-16-2009 11:13

N-FOCUS - List Image

File Actions View Help

Filter:
Type: [dropdown]
Value: [dropdown]
Clear

☐ Add Thumbnails

Name	Category	Scan Date	Pages	Sequence Number
EDWARD JONES	Application	09-23-2009	1	7297
EDWARD JONES	Application	09-23-2009	1	7300
EDY JONES	Correspondence	09-23-2009	1	7301

Additional Details:

The List Image window will open and display
a list of images tied to your search criteria.

N-FOCUS - Test Date
10-16-2009 11:16

For further information on the functionality of Document Imaging, go to N-FOCUS HELP and then Content, Demonstrations to reach the Captivate Demonstration.

EXPERT SYSTEM

FAMILY RELATIONSHIP TASK (TIP)

Many correspondences for CFS created in N-FOCUS show family member relationships. For this reason it is very important the Family Relationship task be completed correctly.

FUNDING DETAIL

The new legal status of Both OJS and HHS Ward has been added to Funding Detail.

CWIS BUDGET

Legal Status (Change)

When the legal status is updated to the new status of Both OJS and HHS Ward, the come up month budget needs to be run to set the appropriate category code.